



## Judicial Council of California

Administrative Office of the Courts

455 Golden Gate Avenue • San Francisco, California 94102 • Phone 415/865-7530 FAX 415/865-4341

### INSTRUCTIONS FOR COMPLETING YOUR CONTINUING EDUCATION COMPLIANCE FORM

#### Section I — GENERAL INFORMATION

1. Fill in your full name as it appears on your interpreter identification card.
2. Mark the appropriate box and fill in your certification or registration number.
3. Fill in the compliance period dates (January 1, 2005 – December 31, 2006).

#### Section II — MANDATORY CONTINUING EDUCATION REQUIREMENT

Fill in this section *only* if this is your *first* compliance period.

4. Fill in the location and date of the Ethics Workshop that you attended. The workshop, a one-time requirement, must be taken during the first compliance period.
5. If you did not attend the Ethics Workshop, check the box stating that you did not comply. Noncompliance means you will not be eligible to renew your certification at the end of the compliance period.
6. *Registered interpreters only.* Fill in the location and date of the Orientation Workshop that you attended. The workshop, a one-time requirement, must be taken during the first compliance period.
7. *Registered interpreters only.* If you did not attend the Orientation Workshop, check the box stating that you did not comply. Noncompliance means you will not be eligible to renew your registration at the end of the compliance period.

#### Section III — SKILLS AND KNOWLEDGE

8. Indicate your continuing education activities. You are required to complete 30 hours of continuing education activities for each two-year compliance period as follows:

##### *First Compliance Period for Certified Interpreters*

- Mandatory Ethics Workshop, 6 hours.
- Participatory activities in the skills and knowledge category, at least 12 hours.
- “Self-study” in the skills and knowledge category, up to 12 hours.
- A total of 30 hours are required.

### ***First Compliance Period for Registered Interpreters***

- Mandatory Ethics Workshop, 6 hours.
- Mandatory Orientation Workshop, 6 hours.
- Participatory activities in the skills and knowledge category, **at least** 6 hours.
- “Self-study” in the skills and knowledge category, up to 12 hours.
- A total of 30 hours are required.

### ***Subsequent Compliance Period for Certified and Registered Court Interpreters*** (who have previously completed their first compliance period)

- Participatory activities in the skills and knowledge category, **at least** 15 hours.
- “Self-study” in the skills and knowledge category, **up to** 15 hours.
- A total of 30 hours are required.

First, list your participatory continuing education activities. These are activities specifically approved for Court Interpreter Minimum Continuing Education (CIMCE) credit. All activities *must* include a CIMCE number. If you do not include all CIMCE numbers, the form will be considered incomplete and returned to you. **(Do not attach additional documentation verifying your attendance.)**

Second, list all of your “self-study” activities, if applicable. Note: In the “CIMCE NO.” column fill in the code “SS” for self-study.

Third, list any educational activities that are approved by the State Bar for Minimum Continuing Legal Education credit (MCLE). A CIMCE number is not required. Instead, attach a copy of your certificate of completion or documentation verifying your attendance.

Remember that continuing education refers to seminars, workshops, or course work taken *after* successful completion of the court interpreter certification examination or, in the case of registered interpreters, courses taken after passing the English fluency exam.

## **Section IV — PROFESSIONAL EXPERIENCE**

9. Fill in the professional experience section. List 40 professional assignments, indicating dates, case numbers, case names, and locations.
10. Please sign, date, and submit your form to:  
Administrative Office of the Courts  
Court Interpreters Program  
455 Golden Gate Avenue  
San Francisco, California 94102-3688

We recommend that you send your completed and signed forms via certified mail or obtain proof of mailing from your carrier. Please retain a copy of the forms for your records. All forms must be postmarked by December 31 of the year that your compliance period ends.

**Please sign, date, and provide all required information.  
Forms that are incomplete will be returned.**